

What is claimed is:

1. A method of managing user data files in a portable digital apparatus capable of inserting and ejecting a recording medium and having a display device, the method comprising the steps of:

- 5 generating representative voice files and data files in a particular directory according to manipulation of a user, indices according to an order of generation of the representative voice files and the data files being sequentially included in names of the representative voice files and the data files (a file generation step);
grouping the data files by unit of the representative voice file according to the
10 indices of the representative voice files and the data files (a group generation step); and
displaying representative data files of the respective groups in the particular directory and reproducing the representative voice file corresponding to a group to which the representative data file selected by the user belongs (a display and reproduction step).

- 15 2. The method as claimed in claim 1, further comprising a step of searching for the particular directory to store the data files among the directories formed on the recording medium and setting the searched particular directory as a present directory and, if the particular directory does not exist, generating the particular directory and
20 setting the generated particular directory as the present directory (an initialization step), and wherein the name of the particular directory includes a directory index and a characteristic code.

- 25 3. The method as claimed in claim 2, wherein, in the file generation step, the name of each of the representative voice files includes a directory index, a characteristic code, and a data file index of the particular directory.

4. The method as claimed in claim 3, wherein, in the file generation step, the name of each of the data files includes a characteristic code and a data file index.

5. The method as claimed in claim 4, wherein the file generation step comprises sub-steps of:

- increasing the highest index of the indices of the files stored in the particular directory by "1" to set the increased index as a present data file index (a first step);
- generating a representative voice file to which the present data file index is applied, according to manipulation of the user, and increasing the present data file index by "1" (a second step); and
- generating at least one data file to which the present data file index is applied according to manipulation of the user and increasing the present data file index by "1" (a third step).

6. The method as claimed in claim 5, wherein, in the second step, the representative voice file is generated by performing steps of:

- 15 if the user inputs a representative voice request signal, performing recording by guiding the user to record a representative voice; and
- generating a representative voice file to which the present data file index is applied and storing the recorded data in the generated representative voice file.

20 7. The method as claimed in claim 4, wherein the group generation step comprises the sub-steps of:

- setting a lowest one of the indices of the files stored in the particular directory as a present data file index and setting a present group number as "1" (a first step);
- 25 if a file having the present data file index is a representative voice file, generating a group having the present group number and setting the generated group as a present group (a second step);
- setting the representative voice file as a representative voice file of the present group (a third step);

increasing the present group number and the present data file index by "1" (a fourth step);

if a file having the present data file index is a user data file, including the file having the present data file index in the present group and increasing the present data file index by "1" (a fifth step); and

5 repeating the second through fifth steps until the present data file index is the highest index (a sixth step).

8. The method as claimed in claim 1, wherein, if a representative data file is
10 selected again by the user among the representative data files, all data files in a group to which the selected representative data files belongs are displayed.